

# BYLAWS



# SHPE

Leading Hispanics in STEM

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Washington, DC  
Professional  
Chapter

## 1. Name of Organization

The name of this organization shall be the "Society of Hispanic Professional Engineers Washington, DC Professional Chapter." This organization may also be referred to as "SHPE DC"; herein referred to as the Chapter.

## 2. Purpose of Organization

The purpose of the Chapter shall be to actively promote the policies, objectives, and programs of the Society of Hispanic Professional Engineers, Inc.; herein referred to as SHPE National. The Chapter shall exercise its jurisdiction over the Washington, DC metro area.

## 3. Objectives and Goals of the Organization

The objectives and goals of the Chapter shall be based on SHPE National's 6 Pillars for professional chapters, namely:

- Professional Development
- Leadership Development
- Career Development
- Chapter Development
- Community Outreach/Service
- Professional Chapter – Student Chapter Interaction/Support

Examples of initiatives in line with SHPE's Pillars include:

- I. Increase the number of Hispanics entering the fields of engineering, mathematics, physical and computer science, and other technical fields, by way of:
  - a. School visitations
  - b. Hispanic community involvement
  - c. Workshops at local institutions
  - d. Establish local student chapters at colleges and universities
- II. Develop programs that promote the advancement of Hispanic engineers and scientists in employment and education, through:
  - a. Career/employment workshops
  - b. Technical seminars and symposiums
- III. Develop programs benefiting Hispanics seeking careers in engineering or technical fields, such as:
  - a. Scholarship programs
  - b. Recruitment programs
  - c. Tutoring programs
  - d. Curriculum assistance
- IV. Provide a forum to encourage:
  - a. Exchange of technical information
  - b. Professional development
  - c. Career development
  - d. Entrepreneurial opportunities
- V. Inform the general public of technical contributions and achievements of Hispanics through newsletters and awards programs.

## 4. Membership and Privileges

### I. Professional Membership

Professional members shall be persons who either possess a STEAM (science, technology, engineering, arts, and mathematics) degree or work in a STEAM field, and who are registered with SHPE National as a professional member.



Professional members shall be entitled to cast one vote in elections of officers and in all business that the Board of Directors (BOD) refers to the membership. Professional members may hold office and may also nominate themselves or qualified individuals for positions.

Professional membership is automatic once a member registers with SHPE National and selects SHPE DC as their home chapter via SHPEConnect.

## II. Associate Members

Associate members shall be persons who believe and support the purpose and objectives of the Chapter and who are not paid SHPE members.

Associate members shall not be entitled to vote in elections or be a part of the BOD.

## III. Termination of Membership

The Chapter may, by simple majority (> 50%) vote of the BOD, terminate a person's membership from the Chapter for any infraction of the bylaws, rules and/or regulations of the Chapter.

# 5. Board of Directors

## I. Administration

The affairs of the Chapter shall be administered by the BOD consisting of the elected officers and a student representative elected by the officers of the Student Chapters of the Professional Chapter. The BOD operates and makes decisions based upon group majority rule and is presided over by the President. The BOD shall be responsible for all business concerning the Chapter. The BOD shall set and establish policy for the Chapter. The Administration of the BOD policy and the management of the day-to-day affairs of the Chapter are delegated to the officers as specified herein.

## II. The Elected Officers

The elected officers shall consist of at least four positions: President, Vice President, Secretary, and Treasurer. Additional positions can be created/filled by the BOD, as deemed necessary. BOD members have discretion in selecting which position is appropriate for each member and can collaborate on tasks, as appropriate. Traditional tasks involved with each position are included below:

### *a. President*

The President shall represent the Chapter and be responsible for the organizational and financial well-being of the Chapter, as well as all other business concerning the Chapter according to policies and guidelines set and approved by the BOD or the Chapter. The President shall chair and preside at BOD, general, and special meetings. The President shall have full power in appointment or dismissal of any committee chair, and may create or dissolve ad hoc committees, subject to the approval from the majority of the BOD. The President shall be responsible for Chapter submissions of the National Reporting Program (NRP) to SHPE National (which typically occurs twice yearly).

### *b. Vice President*

The Vice President shall assist the President in all business concerning the Chapter and shall act as President in their absence. The Vice President will be responsible for managing sponsor relations.

### *c. Treasurer*

The Treasurer shall be responsible for the following:

- i. Collection of dues.
- ii. Disbursement of authorized funds.
- iii. Banking and accounting of all Chapter funds.
- iv. Preparing financial reports listing all liabilities and assets of the Chapter to the BOD.
- v. Filing an annual financial report with the office of SHPE National (if necessary).



- vi. All financial reports required by State and/or Federal Governments.
- vii. Transfer all financial reports in hard and electronic copy to the succeeding Treasurer within 30 days of termination of their term.

*d. Secretary*

The Secretary shall:

- i. Maintain all official records of the Chapter.
- ii. Maintain the official membership roster.
- iii. Meet all National requirements in submitting membership forms and dues to National within 30 days of receiving.
- iv. Make proper entries in the books of the Chapter.
- v. Serve all notices required by law or the Bylaws of the Chapter.
- vi. Coordinate the election of officers with the Regional Vice President.
- vii. Transfer all official records of the Chapter in hard and electronic copy to the succeeding Secretary within 30 days of termination of their term.

*e. Student Representative*

The Student Representative shall be a regular student SHPE member. The Student Representative shall be responsible for representing the student membership within the Chapter's jurisdiction.

The Student Representative shall be elected by the student leadership within Chapter jurisdiction by majority vote.

## 6. Elections and Terms of Office

### I. The Elections Committee

The election of the Chapter Officers (with the exception of the Student Representative) shall be organized and directed by an Elections Committee. The actions of the Committee must be impartial and fair to all the candidates. The Committee will prepare ballots to be distributed to all eligible professional members to vote for the Chapter Officers according to policies and procedures established by the Chapter. The Elections Committee shall notify the membership in a timely manner of the open offices and solicit nominations for candidates as prescribed below.

The election of the Student Representative shall be organized and directed by the Student Chapters within the Chapter's jurisdiction under the guidance of the Elections Committee.

### II. Nominations and Eligibility

Elected positions shall be elected by a vote of professional members within the Chapter's jurisdiction. A candidate may nominate him/herself or may nominate another eligible candidate. The name of the candidates must be submitted to the Elections Committee.

The Student Representative shall be elected by a vote of eligible Student Chapters within the Chapter's jurisdiction.

*a. Voter Eligibility*

Professional members may participate in the election process if their membership dues are current.

*b. Candidate Eligibility*

A Professional member is eligible to hold office.

### III. Election of Officers

- a. Ballots shall be counted by the Elections Committee.
- b. Candidates receiving the majority of votes per office shall be declared the winners.



#### IV. Duration of Term

The term of office shall be one to two years, to begin on the first day of July (SHPE fiscal year runs July 1 – June 30). For continuity of chapter operations, officer positions will be staggered between odd and even years. Since there are a minimum of four elected positions, (at least) two will be up for re-election on odd years and (at least) two will be up for re-election on even years. Any additional BOD positions are also to be staggered. Each position's term and duration are to be made clear during nominations, for nominees to understand expectations and commitment levels of each position.

#### V. Notice of Elections

The nomination period and voting period shall last for at least 15 days each.

#### VI. Removal From Elected BOD

A BOD member may be removed from office by a recall election for not fulfilling his/her duties or by membership termination.

##### *a. Removal of BOD Members*

A candidate for recall can be nominated by submitting a petition to the BOD. The petition must be signed by a simple majority (> 50%) of the professional membership. The BOD must appoint an ad hoc recall elections committee as soon as possible or no later than the next scheduled BOD meeting after the petition is received by the officers. The recall election committee shall validate the petition signatures and upon validation a recall election will be organized and conducted within thirty (30) days of the recall election committee's formation. A simple majority of the votes of professional members is necessary to recall any BOD member.

##### *b. Terminated BOD Members*

Any BOD member who has been recalled by the membership or whose membership has been terminated is automatically vacated from Chapter Office and from the BOD and must surrender all materials belonging to the Chapter.

#### VII. Vacancies

Any BOD vacancies are to be filled by the BOD as soon as possible. The BOD may elect to appoint a member to fill a position, until the next election cycle. The order of succession shall prevail in the event of a vacancy in any office due to resignation, disqualification, or otherwise. The order of succession shall be as listed in Section 5, II.

### 7. Committees

The BOD shall have the power to establish any committee to conduct the business of the Chapter. The BOD may appoint any member to chair such a committee. The Chapter can have standing committees<sup>1</sup>, examples of which include:

#### I. Student Affairs Committee

- a. Oversee the roster of student members and student chapters within the Chapter's jurisdiction.
- b. Maintain a calendar of student chapters for the coordination of student activities.
- c. Assist student chapters in special programs aimed at meeting the purpose and objectives of the Chapter.
- d. Maintain and promote student and graduating student membership and participation in SHPE.
- e. Promote the development of new student chapters.

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<sup>1</sup> In the absence of standing committees, the tasks associated with each committee can be taken up by BOD members.



- f. Organize and direct the election of the Student Representative.
  - g. Lead the development and support of SHPE Jr. Chapters.
- II. Membership Committee
- a. Update and maintain a membership database.
  - b. Record all memberships into the Chapter.
  - c. Advise the BOD on membership questions.
  - d. Prepare and distribute membership certificates.
- III. Social Ways and Means Committee
- a. Organize and promote social activities for the Chapter.
  - b. Organize and administer fundraising events for the purpose of promoting good will and raising funds for the operation of the Chapter.
- IV. Elections Committee
- a. Inform members of nomination and voting periods.
  - b. Distribute nomination guidelines to eligible members.
  - c. Verify nomination forms and qualifications of candidates.
  - d. Distribute ballots among voting members.
  - e. Verify validity of votes (coordinating with the Regional Vice President, or other SHPE National leadership, for oversight and conflicts of interest).
  - f. Count votes and announce results of elections to the Chapter.
  - g. Develop and update policies regarding the nominations and elections process.
- V. Communications Committee
- a. Send materials to the membership (usually coordinating with the BOD, typically the Secretary).
  - b. Inform the membership about community and Chapter events through a Chapter newsletter on a regular basis.
- VI. Community Outreach/Special Programs Committee
- a. Establish a line of communication between the Hispanic Community and the Chapter.
  - b. Promote STEAM fields in the Hispanic Community with an emphasis on education.
  - c. Sponsor activities, such as fundraisers, for scholarships and field trips to colleges and industry.
- VII. Advancing Careers in Engineering (ACE) Committee<sup>2</sup>
- a. Assign a member of the committee to serve as ACE liaison to each of the student chapters within the Professional Chapter's jurisdiction.
  - b. Support each of the student chapters in implementing their ACE programs.
  - c. Provide guidance and support in developing the ACE proposal to submit to SHPE National.

## 8. Meetings

- I. Quorum
  - a. To establish a quorum, not less than 50% of the BOD must be involved and at least 50% of professional members must be involved. Voting issues shall be determined by a simple majority (> 50%) vote of members.
- II. Annual Election

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<sup>2</sup> The ACE program was established by SHPE National as a way of increasing the participation of Hispanics in STEAM fields. The program is specifically designed to reach elementary and secondary schools as well as providing leadership training to college students, thus enhancing their education while aiding in retention.



- a. An annual election of the members shall be held.
- III. BOD Communication
  - a. The BOD shall meet and communicate regularly throughout the year, virtually or in person. The BOD may open up meetings to members as non-voting observers.
- IV. Special Meetings
  - a. The BOD, by simple majority (> 50%), can arrange a special meeting of the Chapter membership.
- V. Meeting Notices
  - a. A meeting notice shall be communicated to each member at least 30 days prior to a meeting being held.
- VI. Meeting Rules
  - a. All meetings shall adhere to "Robert's Rules of Order."

**9. Assets**

In the event that the Chapter is dissolved, any assets acquired by the Chapter shall be added to the assets of the governing SHPE Region, while assets belonging directly to SHPE, Inc., shall be returned.

**10. Donations**

The Chapter, a non-profit organization, may accept donations from corporations and other organizations and host fundraising banquets and events for Chapter programs and activities consistent with SHPE National policy.

**11. Liability of Members**

No member of the Chapter shall be personally or otherwise liable for any debts, liabilities, and/or obligations of the Chapter.

**12. Amendments to the Constitution**

- I. Amendment Procedure
  - a. A motion to amend these bylaws must first be made to the BOD.
  - b. Proposed amendments, after BOD approval, shall be voted on by professional members for acceptance.
- II. Chapter Approval
  - a. Chapter approval of proposed amendments shall be by a simple majority (> 50%) vote of professional members. If there are no negative votes, or no unresolvable suggestions, changes will be considered approved.
- III. SHPE National Approval
  - a. After Chapter approval, proposed amendments shall be submitted to SHPE National for approval.
- IV. Date of Effect
  - a. All amendments to this constitution shall become effective immediately after SHPE National approval.

These bylaws, in their entirety, were approved by a majority vote of the professional members of SHPE DC between June 21, 2020 – July 21, 2020.

Board of Directors for the 2020-2021 fiscal year:

Coraima Rivera Cruz  
*Coraima Rivera Cruz*

Elisa-Michelle Rodriguez  
*Elisa-Michelle Rodriguez*

Gabriel Grajeda  
*Gabriel Grajeda*

Jorge Jimenez  
*Jorge Jimenez*

Daniel Lind  
*Daniel M. Lind*

